

**Wellesley Free Library  
Board of Library Trustees  
Arnold Room  
Meeting Minutes  
Monday August 13, 2018**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Maura Murphy, Diane Savage, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director. Also present: Dick Joyce, WMLP; Barbara McMahon, WFL Foundation Board; Betsy Roberti, Advisory Liaison.

Absent: Ann-Mara Lanza, Ann Rappaport.

**CALL TO ORDER**

The meeting was called to order at 9:15 AM

**CITIZEN COMMENT**

None

**ITEMS**

**1. Approval of Minutes**

Diane moved (Ann H. seconded) to approve the minutes of July 16, 2018. The minutes were approved unanimously.

**2. WMLP- Dick Joyce**

Dick expressed his thanks to Jamie and her staff for participating so actively in the MLP pilot Internet service program. This new fiber infrastructure will soon be offered to commercial customers while service to residential consumers continues to be studied. The Trustees thanked MLP for the opportunity to be part of the pilot program and look forward to future opportunities to work together.

**3. Director's Report**

Jamie reported on the following items:

- ARIS/Year in the Life statistics completed for FY18
- Town Counsel Tom Harrington will present an August 22 training on Open Meeting Law
- Auburn Trust still seeking Trustee
- Trustees received a thank you card from Kathy Fiore
- Tyson's "Cutting the Cord with Cable" brought positive results for at least one attendee whose program evaluation was shared. This class was suggested by a patron and developed by the Information Services team.
- Grateful appreciation to:

- Beth Hinchliffe for directing memorial donations to the WFLF in memory of her father, from whom the Hinchliffe Military Fund is named; it has been suggested that the scope of the Hinchliffe Fund broaden to include global leaders, foreign relations & policy, and world history.
- The family of the late Alice Peltin for directing memorial donations to the WFL.
- Quincy Knapp, former Simmons intern, later promoted to 16-hr Librarian, was recently promoted to fill the 35-hr Librarian position in the Children’s Dept.
- Interviews pending for vacant 16-hr Library Assistant position in Circulation.
- Candidate for Office Administrator has been offered position, pending background check and pre-placement physical.

#### **4. Gift Acceptance**

Ann H. moved (Diane seconded) to accept an unrestricted gift of \$100 from Wayne Everett, to be deposited into the Director’s Fund. The motion was approved unanimously.

#### **5. Capital Planning**

Draft Town wide Capital Budget Process - The Trustees examined draft documents and sample forms related to a proposed new procedure for capital planning. Their primary concerns include the actual need for this complex process, the addition of a “Staff Committee,” adding another layer of procedure that seems to leave elected Boards and Advisory out of the process, and finally, that the definition of what is capital and what capital falls under this policy remain unaddressed. Jamie and Ann-Mara attended a first meeting on this topic; additional meetings are scheduled. Ann H. will attend a second meeting being held today.

FY20 FMD Library Capital Budget - Trustees reviewed the Facilities Management Department summary capital budget requests for the three library buildings. Jamie will send the appropriate forms to FMD to start the process for a cooling system in the main library IT closet and ADA compliant doors for two public bathrooms.

#### **6. Main Library Renovation**

The Trustees confirmed that they will put a request for design funds for the main library interior renovation on the warrant for 2019 Annual Town Meeting. Marla discussed timing options (Fall 2018 STM or Spring 2019 ATM) with BOS library liaison and Chair Jack Morgan, who advised that spring is preferable.

#### **7. LWVW Request**

There was consensus to approve two requests from the Wellesley League of Women Voters. 1. To hang a VOTE TUESDAY banner outside of the Main library prior to the statewide primary vote in September. 2. Waive the room rental fee for a “Meet Your Town Officials” event at the Hills Branch Library in October.

## **8. Policy Updates**

The Trustees reviewed and revised the following, all of which will return for approval at the next Board meeting:

- Disruptive Persons Policy
- Draft Rules of Conduct Policy
- Draft Prohibited Conduct Policy
- Draft Alcohol Policy
- Draft Alcohol Application Form

## **9. Fells Renovation Update**

Interior renovations and the roofing project are all in progress as scheduled. Discussion about how many and what types of opening parties and “sneak peek” events will be held was referred to a new committee that will include the Director of Development.

## **10. Foundation Update**

Barbara McMahon reported that a contract has been offered to a candidate for the Director of Development position. A September start date is anticipated. The Trustees thanked the Foundation Board for keeping the Development office “up and running” during the interim. Jamie will attend the next WFLF Board meeting to present an FY18 wrap-up and two requests: a Wellesley High School digitization project, and a NAO robot upgrade through a “trade-in.”

## **11. SBC Update – Hunnewell School Project**

Marla reported on behalf of Ann-Mara. All Town’s land in the vicinity of Hunnewell is under examination as to potential for use in design options. Architects will be contacting the Library Director and Trustees to understand Library requirements, building use and parking lot logistics.

## **NEW BUSINESS**

- Jamie reported that Bibliotheca has been chosen as the AMH vendor. In preparation, she is in discussions with Wellesley DPW about improving book drop access for pedestrians as well as drive-up customers.
- Ann requested feedback/suggestions on the annual Report to the Community draft by week’s end.

## **ADJOURNMENT**

Diane moved (Ann H. seconded) to adjourn at 11:25 AM. The motion was approved unanimously.

The next regular meeting of the Board of Library Trustees is Wednesday, September 12, 2018 at 7:15 PM.

\_\_\_\_\_ Date: \_\_\_\_\_  
Ann-Mara Lanza, Secretary, WFL Board of Trustees

**LIST of DOCUMENTS**

1. Minutes of July 16, 2018
2. Director's Report
3. Year in the Life 2018
4. Capital Planning
5. Capital Planning
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8. Capital Planning
9. LWVW request
10. Disruptive Persons Policy
11. Draft Rules of Conduct Policy
12. Draft Prohibited Conduct Policy
13. Draft Alcohol Policy
14. Draft Alcohol Application Form
15. Foundation Update
16. Foundation Update

*ECM 8/27/18, AH 9/6/18*